



COMDTINST 5512.11

MAY 17 1991

## COMMANDANT INSTRUCTION 5512.11

Subj: Intelligence Officer Credentials and Badges

Ref: (a) COMMANDANT INSTRUCTION 16200.4

1. PURPOSE. To promulgate policy and procedures for issuance of Intelligence Officer/Intelligence Specialist credentials and badges for Coast Guard personnel.
2. DIRECTIVES AFFECTED. Commandant Instruction 16200.4 paragraph 3.b.(4) is superseded.
3. DEFINITIONS. Intelligence officer credentials and badges are defined as identifying documents. Credentials are official documents which identify a person as a member of an agency. Badges are generally used only when dealing with the public/ suspects while making arrests, seizing contraband, etc., where immediate recognition is desired. Intelligence officers are those officers currently performing intelligence duties while assigned to an intelligence activity. Intelligence specialists are those enlisted personnel manning intelligence support billets while assigned to an intelligence activity. Intelligence activities consist of the Intelligence Coordination Center (ICC), LESUP Miami, Area Intelligence Staffs, JTF Fusion Centers, El Paso Intelligence Center (EPIC), Pacific Intelligence Team (PIT), some personnel assigned to District OLE's, CCGD7 (oii) and others as designated by Commandant (G-OIN).
4. DISCUSSION. Commandant (G-OIN) is the sole controlling authority for issuing Intelligence Officer/Specialist credentials and badges. Commandant (G-OIS) is the controlling authority for Coast Guard Special Agent credentials and badges. The badge and credential are

COMDTINST 5512.11  
MAY 17 1991

4. (cont) identification documents and shall be displayed only in connection with official duties. Since no law enforcement agency requires an official of another law enforcement agency to possess a badge, badges are seldom, if ever required. Possession of Intelligence credentials and badges does not constitute authority to carry firearms or conduct investigations.
5. POLICY.
  - a. All personnel assigned to operational intelligence billets whose duties require frequent liaison with law enforcement agencies and wearing of civilian clothes will be issued Intelligence Credentials by G-OIN upon request.
  - b. Intelligence Badges will be issued on a strict case by case basis only when it is absolutely necessary to accomplish intelligence functions (i.e.; required presence at an ongoing seizure, arrest, or other crime scene).
  - c. The credential and badge shall not be used for investigative purposes. Special Agents may be requested to provide investigative support to intelligence activities, particularly when it becomes necessary to use investigative techniques such as surveillance, undercover operations, protective services, interrogation, arrests and search & seizure.
6. PROCEDURES. The issuance of Intelligence Officer/Specialist credentials and badges shall be accomplished as follows:
  - a. Submit a written request to Commandant (G-OIN) with justification for issuance. Letter from requesting command will include name, rank/rate, Social Security Number, Officer Billet Code, reporting date, and anticipated rotation date. For badges a statement indicating the name and position of the interacting local, state, or Federal Law Enforcement official who requires badge identification for intelligence sharing or crime scene access purposes.
  - b. Upon approval, blank credential forms will be forwarded via registered mail for signature. The signed credential form, and two color photographs, size 2 1/4" X 2 1/4" (full face view), shall be returned to Commandant (G-OIN). A completed credential will be returned to the appropriate command.

6. c. Upon completion of tour by Intelligence Officer/Specialist, all credentials and badges shall be returned by registered mail to Commandant (G-OIN).
7. SECURITY AND ACCOUNTABILITY. Intelligence credentials and badges are serially numbered and carefully controlled to prevent abuse. It is absolutely essential that credentials and badges be protected from loss, damage, and possible compromise. If the badge or credential is lost, a report of must be made immediately by message to Commandant (G-OIN). Every effort shall be made to recover or determine the circumstances surrounding the loss or possible compromise. Area and district commanders are responsible for ensuring Intelligence credentials and badges are promptly returned to Commandant (G-OIN) upon transfer of the holder or if no longer needed to support assigned duties.
8. ACTION. Area and district commanders and unit commanding officers shall comply with the contents of this instruction.

/s/ W. T. Leland  
Chief, Office of Law Enforcement  
and Defense Operations